

EMPLOYMENT VACANCY

AMERICAN EMBASSY MAJURO

ANNOUNCEMENT NUMBER: 2015-06

OPEN TO: All Interested Candidates/All Sources

POSITION: Security Guard, LES-2*; FP-CC
(Trainee Level)

OPENING DATE: June 29, 2015

CLOSING DATE: July 15, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: * Ordinarily Resident: \$ 5,855 USD p.a
(Starting salary)
(Position Grade: LES-2) Promotion to the
Full Grade Level FSN-1210-3 will be based on the
performance evaluation the selected applicant

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE
FOR CONSIDERATION.**

The U.S. Embassy in Majuro is seeking an individual for the
position of Security Guard in the Security Office.

BASIC FUNCTION OF POSITION

Provides security services to safeguard U.S. Government
personnel, facilities and property. Provides access control
and screening of all visitors and vehicles entering U.S.
Government facilities. Provides fixed post security and
conducts roving patrols on Mission Chancery and residential
compounds. Performs miscellaneous duties assigned by
Supervisor.

A copy of the complete position description listing all
duties and responsibilities is available in the Human
Resources Office. Contact Ma. Victoria dela Cruz (247-4011
ext. 241)

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Six months work experience in a security-related field is required.
3. Level 2 (Limited Knowledge) Speaking/Reading/ Writing English and Marshallese are required. Language proficiency will be tested.
4. Ability to demonstrate a basic understanding of the concept and importance of security for the U.S. Mission and its personnel is required.
5. Ability to carry out various security functions and operate security equipment is required.
6. Ability to conduct patrolling duties and emergency response is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on

their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold appropriate security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: **Ma. Victoria dela Cruz**

P.O. BOX 1379
MAJURO, MH 96960

POINT OF CONTACT

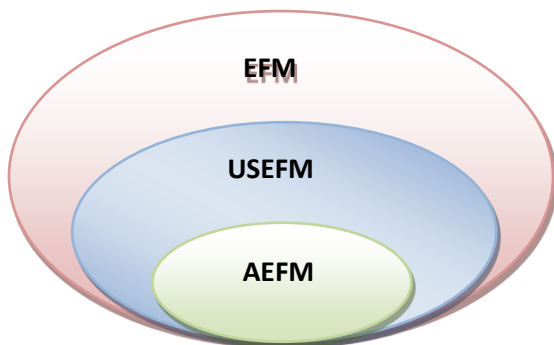
Name: Ma. Victoria dela Cruz
Telephone: 247-4011 ext. 241.
FAX: (247-4012)

CLOSING DATE FOR THIS POSITION: July 15, 2015

The US Mission in Majuro of the Marshall Islands provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

Clearance:

HR: JJBedessem

HR: NCB/wel

A/FMC: JPHamilton

RSO (Manila): SchellhaasP

PSO (Majuro): EllasosNB